

## Winterport Recreation Board Meeting 5/17/2007

### MEETING AGENDA AND MINUTES

Meeting Date:	May 17, 2007	Time:	6:00 pm ET
Facilitator:	Mike Knupp	Recorder:	Mike Knupp
Location:	Victoria Grant Civic Center		

Attendee List: (X indicates that the member was present)

Att	Name	Title	Att	Name	Title
	Mandy Olver	Board Member	X	Chris Beaulieu	Board Member
	Helga Meo	Board Member	X	Ken Miller	Board Member
X	Mike Knupp	Board Member	X	Dave Lester	Rec Coordinator
	Norm Poirier	Board Member		Phil Pitula	Town Manager
	Heather Roberts	Board Member			

### DOCUMENTS TO HAVE ON HAND:

Description	Comments
Budget Worksheets	
Policies and Procedures	

### AGENDA:

Nbr.	Topic	Estimated Start Time	Responsible
1.	Review of Agenda and Action Items	6:00	Mike
2.	Current Program Updates (T-Ball/Baseball)	6:05	Dave, Helga, Mandy→Dave
3.	Tennis Court Update	6:10	Mandy→Dave
4.	Recreation Coordinator Report	6:15	Dave
5.	Policies and Procedures Review	6:45	All
6.	Round Table	7:20	All
7.	Meeting Wrap Up and Confirm Next Meeting	7:30	Mike

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## MINUTES:

Reviewed the agenda and jumped right into the meeting.

### Current Program Updates – TBall/Instructional Baseball

- Registration fees are in
- Hats and T-Shirts purchased
- Dave asked about doing trophies. We agreed to purchase medallions for the 2 groups. Dave will handle this.

### Tennis Court

- Dave gave an update that Mandy had inquired about the tennis court and that she received information that the courts need to be torn down and rebuilt. It was decided at this point in time we will not pursue getting this project funded in the 2007-2008 budget. However, we need to work over the next year to find a way to fund the rebuilding next year.

### Recreation Coordinator Report

- Website has been updated with various announcements and forms. Included is an updated letter from Dave, a new Create a Program section, and updated upcoming events.
- Last Men's Adult basketball will be 6/10. If numbers dwindle before then, Chris will close down the program early.
- Women's Adult basketball is complete.
- Summer Fun Day – June 23<sup>rd</sup>
  - Fliers are drafted, but during the meeting we decided to expand the Summer Fun Day into a Summer Fun and Recognition Day. Dave will draft a letter to all the Winterport Rec volunteers inviting them to come. Specific events have been lined up. They include kid's kickball, adult softball, a fun run, pancake breakfast, and cookout. The event will be free to the public. The Special Events budget of \$600 will be used to pay for the event. Any additional funding will come from the \$1000 Recognition budget.
  - We discussed at length whether the event would charge fees and/or collect food for the local food cupboard. Dave spoke with Donna Allen at the food cupboard and although she would take any monies collected, she would prefer that we do something different with the funds. The food cupboard is not strapped for funds. We discussed if there was a different group to donate to, but no local groups exist. We also discussed if we could simply determine individual kids that needed something, but nixed that idea as too complicated and risky. Also – no good way to funnel monies for that. In the end, we decided for this year we would offer the event for free and simply collect nonperishable food items to donate to the food cupboard.
- 3 X 3 Basketball Tournament – July 21<sup>st</sup>
  - Dave planning event with Hampden
  - Winterport Rec Department will donate the basketballs to the event. The 6 indoor/outdoor basketballs will be purchased from the Basketball Tournament budget and will remain property of the Town of Winterport after the tournament is over.
  - Dave working with Hampden on how best to handle the monies associated with the tournament. At this point in time, likely no monies will come through the Town of Winterport. Ideally they wanted the proceeds to cover basic tournament expenses and then send 2 kids to basketball camp; 1 from Hampden and 1 from Winterport. There might be some financial challenges with this and also selection process. We discussed a potential selection process for determining who would be selected. An idea would be to have interested kids submit a letter of "Why I Should Be Selected for Basketball Camp" to Dave. Dave will review and then meet with Winterport Rec Board to make a final decision. The whole issue of the funds and what to do with them are still being planned out. Dave will report back when more is known.
  - Dave mentioned that he would likely not be doing any mowing at the rec fields. The fields have not been rolled. He recommended that the Rec Board follow up with Phil on the status and upkeep of the fields.

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- Walking Track (\$15,000 grant) – no one knew a status on this. Dave recommended the Rec Board follow up with Phil on the status of this.
- Basketball courts at Abbott Park need new nets and maybe some crusher dust around the outside of the court. We decided that over the summer (July mtg maybe) we would walk the park grounds and determine what projects to do with the \$15,000 budget that we will hopefully have.
- Policies and Procedures Review
  - The group discussed sections 1, 2, 3.1, and 3.2.
  - Section 1 was ok as is
  - Section 2 needs minor updates in 2.1 to clarify the number of board members. Section 2.4 was amended to state the Board Chair should deliver 1<sup>st</sup> warning and Vice-Chair if 1<sup>st</sup> warning is to be delivered to the Chair. Section 2.4 was also amended to clarify that the Board would recommend to the Town Council to have a member removed instead of the Board removing that member.
  - Section 3.1 was ok as is, but does need to be updated with some missing dates. We also discussed that this section just serves as a starting point for our schedule and that each program will make minor adjustments as needed.
  - Section 3.2.2 needs to be researched and discussed further. Specifically, do we charge differently for nonresidents. And, does the Town have a refund capability. Dave is researching these items.
  - Will continue Policies and Procedure review at our next meeting.
- Round Table
  - We still have the budget line item for Softball, Baseball(Babe Ruth), and Farm League. We believe these are all donation items. Dave will follow up with Mandy on these. If the groups want some money, they need to submit a formal letter of request...and soon. There was also some confusion on what these items were. Some clarification would be great.

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### FUTURE MEETING AGENDA ITEMS:

Nbr.	Topic		Future Meeting That Item Will Be Discussed In	
1.	Sports Done Right		TBD	
2.	\$15,000 Grant for Abbot Park		May/June Mtg	
3.	Abbot Park and Victoria Grant Civic Center Development Plan		July	
4.	Upkeep and Field Improvements at Abbott Park		July	

### FUTURE MEETING SCHEDULE:

Date	Time / Location	Facilitator/Recorder
June 21, 2007	6:00pm @ Victoria Grant Civic Center	Mike / Heather

### ACTION ITEMS

#### Open Action Items

AI#	Create Date	Action Item	Resolution	Status	Assigned	Target Date

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## Closed Action Items

AI#	Create Date	Action Item	Resolution	Status	Assigned	Target Date
1	1/24/06	Heather needs to submit a letter to the Town Office on her interest to join the Recreation Board	2/7 – This has been completed.	CLOSED	Heather	2/7
2	2/7/06	Resolve basketball budget items that have an overdrawn balance. Mandy to work with Phil on this.	11/15 – Closing item out. This was taken care of last spring.	CLOSED	Mandy	2/18
3	2/7/06	Ken to finalize the Indoor Soccer registration form, get it approved by the Superintendent's Office, and distribute to the Smith and Wagner schools.	3/22 – Completed and program is up and running.	CLOSED	Ken	2/13
4	2/7/06	Meet with TM to review proposed budget	3/22 – This was completed and budget committee mtg was held on 3/21.	CLOSED	Mandy	2/10
5	2/7/06	Post a Public Notice for the March Meeting	11/15 – Closing out. Gone by.	CLOSED	TBD	3/1
6	2/7/06	Meet with TM to discuss hiring a rec coordinator for the remainder of the 2005-2006 fiscal	3/22 – Letter submitted. Need to develop or understand the process to advertise/interview/hire. 11/15 – Closing out as rec coordinator has been hired.	CLOSED	Ken	6/1
7	2/7/06	Get permission to use Wagner facility for March board mtg	Completed	CLOSED	Helga	3/17
8	11/16	Talk to mother of hearing impaired basketball participant to discuss level or interpreter support	12/14 – Services are being provided. Dave working with the Town to determine how to fund services if the \$1400 in Rec funding runs out.	CLOSED	Helga Meo	12/14
9	11/16	Discuss with Phil about the \$200 expense for cheerleading t-shirts and pom-poms	12/14 – Pom/Poms and TShirts have been provided.	CLOSED	Dave Lester	12/14
10	11/16	Create basketball contact sheet	12/14 – A contact sheet has been provided for the Town Rec League, but we really wanted an internal contact sheet. This is still outstanding. 12/26 – Dave emailed out contact list	CLOSED	Dave Lester	12/26/06
11	11/16	Discuss with Carla Leathem Smith School usage on weekdays that have an observed holiday	12/14 – The gym is being used, but this issue is not completely closed. It will become more of an issue if an after-school program is created. Will hold over AI for next meeting. 3/13 – Closing for now and will bring up later should the need arise.	CLOSED	Norm Poirier and Helga Meo	3/01

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AI#	Create Date	Action Item	Resolution	Status	Assigned	Target Date
12	11/16	Take down soccer nets and store the standards	12/14 – Mike Knupp took care of this.	CLOSED	Mike Knupp	12/14
13	12/14	Verify Cheering registration fees are all in.	12/26 – Dave confirmed all registrations forms and fees are in.	CLOSED	Mike→Dave	12/26/06